



# Example of Photo Editor Job Description

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Our growing company is looking to fill the role of photo editor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for photo editor

- Ensure editorial voice for still photography aligns with the overall strategy for CNN Digital
- Collaborate with peers from product and web/dev teams on tools for collecting, processing and publishing digital photography
- Oversee the day-to-day workflow of the Photo Department (making sure photo deadlines are met)
- Work closely with the Photo Editor to help expand F&W's national and international network of photographers and stylists
- Come up with creative concepts for celebrity cover shoots
- Work comfortably with both editors and designers on multi-paged packages and special preview issues
- Attend concept meetings and contribute visual solutions to stories
- Negotiate terms with photographers, stylists, hair/makeup artists, prop stylists, and agents
- Manage the invoicing processes and procedures, including approvals, coding, and resolving discrepancies between photographers, vendors and accounting
- Photo research various sections of the magazine including Television, Movies, Books, Music, Stage, News & Notes and Must List among others

## Qualifications for photo editor

- 5 years photo editing experience
- Knowledge of film/video production including ability to interpret and

- Previous experience working with DAM systems and familiarity with taxonomy, metadats and cataloguing standards
- Must be flexible, able to multi-task and switch gears at a moments notice
- Able to keep cool under pressure and problem solving a must
- Proficient using both Macintosh and Windows platforms